



## **KENYA BUREAU OF STANDARDS CERTIFICATION BODY**

### **CER/POL/07: Policy on Retention of client records of Management Systems Certification**

#### **1. Introduction**

This policy sets out rules for the retention period of records of management systems for KEBS Certification Body clients.

#### **2. Responsibility**

- 2.1 KEBS Certification Body shall be responsible for the safekeeping of all records of certification for management systems clients.

#### **3. Rules**

- 3.1.1 Records of certified clients shall be retained for the duration of the current cycle plus one full previous certification cycle. Records of withdrawn/terminated certifications shall be retained for 6 years from the decision date of withdrawal/termination of certification. Where the law requires the retention of certification records for a longer time period, KEBS Certification Body shall abide by the law. Additionally, the same requirements shall apply for records in electronic format i.e. in IMS, server, email, and Teams.